



भारत सरकार Government of India  
खान मंत्रालय Ministry of Mines  
भारतीय भूवैज्ञानिक सर्वेक्षण Geological Survey of India



स्थापना अनुभाग Establishment Section,  
दक्षिणी क्षेत्रीय कार्यालय Southern Regional Office,  
भाभूस कॉम्प्लेक्स GSI Complex,  
**हैदराबाद Hyderabad-68.**

No. 869 A.12034/1/Misc/2012/PMB

दिनांक Date: 16.05.2019.

**CIRCULAR**

In supersession to this office order no. 4030-4067/A.22020/3/2017/EWA/PMB dated 13.06.2018 and circular no. 609 to 631/A.12034/1/Misc./2012/PMB dated 06.05.2019, options are invited from all eligible and interested Group B (N/G) and C ministerial officials who are willing to exercise their options for performing the duties of Caretaker (4 Nos.) at Southern Region, GSI, SR, Hyderabad.

As per the Office Memorandum of 7<sup>th</sup> CPC Caretaking allowance is covered under a new "Extra Work Allowance" vide Ministry of Finance, Department of Expenditure, North Block, New Delhi vide No.12-3-2016-E-III(A) dated 20.07.2017 details given below:-

- "Extra work allowance" will be paid at uniform rate of 2% of basic pay per month.
- An employee may receive this allowance for a maximum period of one year and there should be a minimum gap of one year before the same employee can be deployed for similar duty again.
- This allowance should not be combined, i.e., if same employee is performing two or more such duties and is eligible for 2% allowance for each add-on, then the total extra work allowance will remain capped at 2%.
- As per the orders of Govt. of India, Ministry of Finance, Department of Expenditure dated 22.09.2008 stipulates, the post of caretakers shall be merged in the general ministerial cadres in the corresponding pay scales. As such ministerial staff are required to apply.
- The applicant for the caretaker need to be residing preferably in the radius of 10 kms from office so that in time of exigency, the concerned person may reach the office quickly during off time as per CHQ guidelines issued dated 12.12.2017.

The option may reach the undersigned on or before 31<sup>st</sup> May'2019 for taking further necessary action.

(पि. शांति P. SANTI) 15-5-2019

उप निदेशक (कार्मिक एवं प्रशासन) Deputy Director (P&A)

कृते अपर महानिदेशक for ADG & HoD

Copy forwarded for information to:-

- The Dy. Director General (P), Geological Survey of India, Kolkata.
- The Dy. Director General, SU: AP / Telangana, GSI, SR, Hyderabad.
- The Superintending Engineer, Engineering Division, GSI, SR, Hyderabad.
- The Director, Geophysics Division, GSI, SR, Hyderabad.
- The DCOS, AP&M Division, GSI, SR, Hyderabad.
- ✓ The Superintending Geologist, Geodata Division, GSI, SR with a request to upload the same in OCBIS.
- The Executive Engineer, E&T Division, GSI, SR, Hyderabad.
- The Deputy Director (P&A), Legal/Vigilance Cell, GSI, SR, Hyderabad.
- The Administrative Officer, Accounts-I/II/GAB/Party Bills/Documentation Section, GSI, SR, Hyderabad.
- The Drawing & Disbursing Officer, GSI, SR, Hyderabad.
- The PS to the ADG, GSI, SR, Hyderabad.
- The General Secretary, GSI Employees Sangh/GSIEA/GSIDU/All India GSI SC/ST Employees Welfare Association, GSI, SR, Hyderabad.
- All Notice Boards of GSI, SR, Hyderabad.
- Guard File.